

Internal Revenue Service

Department of the Treasury

Date:

Taxpayer Identification Number:

Tax Period(s) Ending:

Person to Contact/ID Number:

Contact Telephone Number:

Fax Number:

Dear Sir or Madam:

This letter is being sent to you because our records indicate that Form(s) 5498, *IRA Contribution Information*, was issued to you reflecting Simplified Employee Pension (SEP) contributions made on your behalf in the year(s) referenced above. This letter constitutes a compliance check. A compliance check is not an audit or investigation under section 7605(b) of the Internal Revenue Code or an audit under section 530 of the Revenue Act of 1978.

We are requesting that you provide additional information by completing the enclosed attachment(s). You may also furnish any other documents or clarifying material that you believe will be helpful with regards to this inquiry. Please note there is a separate attachment for each Form 5498 in which we are requesting information.

If you would like someone else to represent you during this compliance check, you must submit a written power of attorney. Form 2848, *Power of Attorney and Declaration of Representative*, may be used for this purpose. This form may be obtained at www.irs.gov/. A properly completed Form 2848 is important as an Internal Revenue Agent can only discuss specific tax matters with you or an authorized representative.

Please fax or mail the requested information within 15 days from the date of this letter. The information should be sent to my attention at the above referenced fax number or address. Failure to respond to this letter may result in further action or examination of your plan. If you have any questions, please contact me at the telephone number listed above.

Thank you for your cooperation.

Sincerely,

Employee Plans Compliance Unit

Enclosure:
Attachment(s)